



DEPARTMENT OF THE ARMY  
SOUTHEAST REGION OFFICE – INSTALLATION MANAGEMENT AGENCY  
3511 NW 91<sup>st</sup> Avenue  
MIAMI, FLORIDA 33172-1217

SOGM-CO

1 April 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison – Miami (USAG-M) Policy Memorandum Number 6 – Department of Defense (DoD) Identification (ID) Cards

1. Purpose. The purpose of this memorandum is to establish procedures for issuance of the DoD ID Card in accordance with Army Regulation 600-8-14, Air Force Instruction 36-3026(I), BUPERS Instruction 1750.10B and Marine Corps Order P5512.11C, ID Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, 20 December 2002.

2. Applicability. This policy applies to all military and civilian personnel eligible for a DoD ID Card.

3. Policy. The following documents are required for processing Defense Enrollment Eligibility Reporting System (DEERS) claims and DoD ID Card issuance.

a. Military Members. Active duty, Reserve and National Guard service members, to include retirees, may request first time issuance, renewal and/or modification of their DoD ID Card provided the proper documentation is presented at the time of the request. Proper documentation may include an existing, expired or obsolete DoD ID Card, a valid driver's license, a DD Form 214 (Certificate of Discharge from Military Service), promotion orders, enlistment/reenlistment contract and/or any other official document supporting request.

(1) Personnel requesting Transition Assistance (TA) must provide their DD Form 214 and previous DoD ID Card.

(2) Delayed Enlistment Program (DEP) members are only eligible for issuance of a DoD ID Card upon Pay Entry Date (PED) as cited on the member's enlistment orders.

b. Family Members

(1) Family members must be enrolled in DEERS before issuance of a DoD ID Card. To enroll in DEERS, a DD Form 1172 (Application for Uniformed Service ID Card DEERS Enrollment), issued by an official DEERS/ DoD ID Card Issuing Facility and verified by the sponsor, must be completed and submitted to the ID/DEERS Office. Faxed copies of the DD Form 1172 will only be accepted when transmitted from the verifying official's office to the issuing facility.

(2) For first time enrollment of a spouse, the sponsor must present the marriage certificate, birth certificate, social security card, and spouse's driver's license. For subsequent requests and ID card issuance, the marriage certificate is not required. Spouses who provide a power of



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attorney only need their current DoD ID Card as additional documentation to update status. Widows and widowers are required to submit their current DoD ID Card and the sponsor's death certificate in order to update their status.

(3) For dependent child enrollment/ID card issuance, the sponsor must present the child's birth certificate and Social Security Card. The sponsor's name must appear on the birth certificate for the enrollee to be identified as a dependent child. Appropriate documentation must be provided, to include but not limited to a marriage certificate, to identify stepchildren.

(4) Dependent children under the age of 10 will be issued a DoD ID Card only when the following apply: the child's temporary guardian lives far from the parent's duty station and must use a medical facility other than the one in possession of the child's records; the child resides temporarily away from the sponsor while attending school and there is no eligible spouse; the child is of a joint service couple or a single parent; or the child does not reside in the household of an eligible adult family member.

(5) Dependent children between age 21 and 23, who are enrolled in an accredited and approved education institution as a full time student are entitled to a DoD ID Card. An official letter from the school identifying the dependent as a student in full time status and providing as estimated date of graduation must be submitted to the ID/DEERS Office for issuance of a DoD ID Card.

(6) Sponsors must present applicable documentation to the ID/DEERS Office in the case of disenrollment of dependents from DEERS. Documentation can include a divorce decree or death certificate.

c. Government Civilian Employees and Contractors. A DD Form 1172-2 (Application for Department of Defense Common Access Card/Defense Enrollment and Eligibility Reporting Systems Enrollment), obtained through the sponsoring office and signed by the verifying office of the employee's organization, must be submitted to the ID/DEERS Office prior to first time issuance of a DoD ID card. Verifying officials must have a DD Form 577 (Signature Card) on file with the ID/DEERS Office to be accepted. The employee must also present two (2) forms of photo ID; ID can include a driver's license and passport. Two (2) forms of photo ID are required for subsequent requests.

d. Disabled Veterans. A Letter of Disability from the Veterans' Affairs Office, DD Form 214, and a photo ID are required for issuance of DoD ID Cards to disabled veterans; only one hundred percent (100%) disabled veterans qualify for the DoD ID Card.

e. Reserve Officer Training Corps (ROTC) Cadets. ROTC Cadets must present a copy of their service contract and photo ID for issuance of a DoD ID Card.

4. DEERS/ Rapids Processing Centers. ID-DEERS enrollment and DoD ID Card issuance services are provided by the following facilities in the local area:

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a. United States Army Garrison – Miami, 8300 NW 33<sup>rd</sup> Street, Suite 110, Miami, Florida 33122 (305) 437-2718; hours: Monday – Friday 0800 – 1200 (all) , 1330 – 1600 (US SOUTHCOM Personnel only)

b. 7<sup>th</sup> Coast Guard District, 100 MacArthur Causeway, Miami Beach, Florida 33139 (305) 535-4598; hours: Monday-Friday 0900-1100 and 1300-1500 by appointment only

c. Coast Guard Station, Opa Locka Airport, 909 SE 1<sup>st</sup> Avenue, Administration Building, Opa Locka, Florida 33054 (305) 953-2107; hours: Monday 0800-1000 by appointment only

d. Homestead Air Reserve Station, 29050 Coral Sea Boulevard, Building 360, Homestead, Florida 33039 (305) 224-7057; hours: Monday-Thursday 0800-1200

e. Other DEERS/Rapids Processing Centers in the United States can be located via the internet at <http://www.dmdc.osd.mil/rsl/>.

5. The points of contact for this policy are the ID/DEERS technicians at 305-437-2718.

  
FRANCISCO J. PEDROZO  
COL, SE  
Commanding

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